

June 12, 2003

TO: Directors, Private Schools for the Disabled

FROM: Richard Rosenberg, Assistant Commissioner  
Division of Finance

SUBJECT: Annual Information - Private Schools for the Disabled - Recognized Position  
Titles – Effective July 1, 2003

In accordance with N.J.A.C. 6A:23-4.4(j), private schools for the disabled shall attempt to use the job titles that are in use in the public schools in accordance with N.J.A.C. 6:11, and the list published each year by the Commissioner or those approved in accordance with N.J.A.C. 6:11-3.3(a). Private schools should minimize the use of unrecognized job titles. In accordance with N.J.A.C. 6A:23-4.2(r), a list of the recognized job titles pursuant to N.J.A.C. 6:11 that require certification, and N.J.A.C. 6A:23-4.1 that require a bachelor's degree, shall be published by the Commissioner. Private schools for the disabled shall only hire staff or consultants in job titles that require certification or a bachelor's degree if such titles are included on this list, or if such titles are unrecognized job titles for instruction that are approved in accordance with N.J.A.C. 6:11-3.3. Private schools for the disabled may use unrecognized administrative job titles, but maximum salaries of these titles are restricted in accordance with N.J.A.C. 6A:23-4.5(a)9.

Attached is a listing of recognized job titles for private schools for the disabled. Private schools should attempt to use the titles from the attached listing but may apply for approval of an unrecognized title through the county superintendent's office in the county the private school is located. Historically, county superintendents have approved few new unrecognized job titles since most proposed job descriptions either fall under an existing job title or the job description doesn't require certification.

The county superintendent reviews proposed job titles and job descriptions to determine the following: if the proposed job description requires certification and if a similar job title currently exists. If the proposed job description does not require certification, the request for approval of a new job title will be denied on the basis that it doesn't require certification. If the proposed job description may be fulfilled under an existing job title, the county superintendent will recommend that the school use the existing job title. If the proposed job description requires certification and cannot be performed under an existing job title, the county superintendent will make a determination of the appropriate title for the position. Additionally, the county

superintendent annually reviews all previously approved unrecognized position titles, and determines whether such titles shall be continued for the next school year. In accordance with N.J.A.C. 6A:23-4.5(a) 57, the costs of salaries and fringe benefits of unrecognized position titles which are not properly approved in accordance with N.J.A.C. 6:11-3.3(b) are considered non-allowable costs.

If you have any questions, please contact Jim Verner at (609) 984-4229 or Elise Sadler-Williams at (609) 777-4483.

RR:JV/Rosenberg recognized titles.doc

Attachment

c: Dwight Pfennig  
J. Michael Rush  
Gloria Hancock  
Isaac Bryant  
Gordon MacInnes  
Albert A. Monillas  
Richard Ten Eyck  
Judith Weiss  
Katie Attwood  
Joan Brady  
Barbara Gantwerk  
Raymond Montgomery  
Cecelia Downey  
Anthony Hearn  
County Superintendents  
County School Business Administrators  
County Supervisors of Child Study  
Judy Vazquez  
Jim Verner